
E-Newsletter Intern

Position Description

Use your talent for good! Conard House is looking for candidates who want to put their creative skills to work in the nonprofit sector to develop and produce an informative and impactful e-newsletter for the Conard House community. Duties will include but are not limited to:

- Coordinate all aspects of the quarterly e-newsletter with Director of Development and communications consultant.
- Utilize the *Conard Bulletin* e-newsletter template that aligns with the Conard House brand.
- Create and gather content for the *Conard Bulletin* e-newsletter, including research and interviews.
- Assist in the preparation and distribution of the *Conard Bulletin* e-newsletter (including a print version for distribution to community members who do not have digital access).
- Additional Opportunities in the Conard House Development Office include: annual report, grant writing, fundraising campaigns, and advocacy initiatives.

The Conard House E-Newsletter Intern candidate is expected to possess the following qualifications:

- Excellent written and verbal communication skills.
- Strong interpersonal skills
- Great imagination
- Experience with the Microsoft Suite and Google Suite, desktop graphic design suites, digital media, and social media platforms preferred
- Basic photo editing experience

Education and/or experience: Undergraduate students pursuing studies in (but not limited to) the following areas: journalism, communications, marketing, English or equivalent. Candidates will be enthusiastic, motivated, self-starters with a strong work ethic and positive attitude.

Time Commitment:

The E-Newsletter Intern position is part-time. Hours and work dates are flexible. Projects may be executed remotely.

The internship is a volunteer, non-paid work experience.